

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 31-501

AIR FORCE MATERIEL COMMAND

Supplement 1

1 JUNE 1995

Security

**PERSONNEL SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AFR 205-32/AFMCS1, 1 Jul 92

Pages: 3
Distribution: F

This supplement implements AFI 31-501, *Personnel Security Program Management*. It expands on the guidance in the AFI, applies to all organizations within AFMC, and delineates specific responsibilities. Use this supplement with AFR 31-5, *Investigations, Clearances, and Program Requirements*, 2 May 1994, AFI 31-501, and Department of Defense (DoD) Regulation 5200.2-R, *DoD Personnel Security Program*, January 1987. This supplement applies to Air Force Reserve units and personnel tenant on AFMC installations. This is the initial publication of AFI 31-501/AFMC Supplement 1.

SUMMARY OF REVISIONS

This supplement supersedes AFR 205-32/AFMC Supplement 1, 1 July 1992, and is the initial publication of AFI 31-501/AFMC Supplement 1. It expands on the guidance provided by AFI 31-501.

AFI 31-501, 2 May 1994, is supplemented as follows:

1.1. Responsibilities: The AFMC Director of Security Police develops policy and issues implementation guidance for the AFMC Personnel Security Program and serves as the single Point of Contact for personnel security matters.

1.2. Purpose and Applicability: Send requests for waivers, inquiries, and recommendations for changes through the servicing security activity (SSA) to HQ AFMC/SPP, 4225 Logistics Avenue, Suite 21, Wright-Patterson AFB OH 45433-5760.

3.1. Civilian Personnel Flights (CPF) submit status tracers on NACIs and recertifications of previous federal investigations for newly hired civilian employees at required intervals.

3.3.3. SSAs approve limited access authorizations (LAA) and send to HQ AFMC/SPP for final approval.

3.3.5. Document IAW DoD 5200.2-R, paragraph 3-407.

3.3.6. One-time or infrequent access up to the level of clearance eligibility reflected on the automated security clearance approval system (ASCAS) roster may be granted by unit commanders, staff agency chiefs, or other designated persons. Documentation of this access is not required. If continuing access to the level of eligibility is required (at least two or three times a month on a recurring basis), change the SAR code to reflect the correct level of access. (See paragraph 7.4.1 of basic AFI.)

3.4.6. (Added) Refer to AFI 10-1102, Safeguarding the Single Operational Plan (SIOP) for access requirements and procedures.

3.6.1. Within AFMC, Periodic Reinvestigations are overdue when previous investigations are 55 months old.

3.6.2. If the PR is not submitted by the 60th month following the previous SSBI, submit an initial investigation.

3.6.3. A PR is required every five years for approved Secret special access program and assignment to a NATO Secret position.

3.7. (Added) Requirements for Individuals in Child Care Services. Commanders or staff agency chiefs identify the need for NACs for background checks for child care providers. Refer to DoD 1402.5, Jan 19, 1993, Enclosure 6, for requirements.

3.7.1. (Added) Employment suitability determinations are the responsibility of the requesting commander/staff agency chief or designee based on review of the background checks.

4.1. Investigations while a military member or DoD contractor of adequate scope are also acceptable for granting immediate access to classified information, entry to restricted areas, or for the NAC portion of background checks for individuals in child care service positions.

4.1.1. (Added) Contact the employee's former supervisor and/or security manager (or similar official) to determine if the individual had a security clearance and the level of access he or she had. If possible, obtain written data relating to the security clearance/access such as the date and type of investigation and how long the employee worked at the activity. Also determine if there was any adverse information in the individual's employment records.

5.1. SSAs submit requests for designation as authorized requesters to HQ AFMC/SPP. Include reason for request, complete organizational title, symbol, organizational PAS code, mailing address, point of contact, and commercial and DSN telephone numbers.

5.2.2. AF Forms 2583 are not needed for applicants for NAF employment, contractors, child care providers, etc. who are the subjects of investigations for trustworthiness or suitability determinations when the applicants have no local files to check.

5.2.5. (Added) Security managers may sign AF Forms 2583, Section III, Item 14, for routine requests for personnel security investigations.

7.4.2. (Added) Base security access requirements codes on day-to-day access requirements for the position. Base day-to-day access on the highest level of access required at least two to three times per month.

7.7. Authorized requesters send changes, deletions, or additions to their list of authorized callers to HQ AFMC/SPP as required. Limit telephone calls to emergency situations. Use tracer transactions for routine situations.

8.1.3. (Added) Notify the servicing SSO or responsible program office when an SSF is established on an individual with sensitive compartmented information (SCI) or special access program access.

8.3. IAW HQ USAF/SPI message, 061500Z December 1994, commanders or staff agency chiefs who establish SSFs locally may decide whether or not to suspend the SSF subject's access based on a thorough review of the facts and an assessment of the risk to national security. The 497th IG/INS determines whether or not to suspend security clearance eligibility on the SSFs they establish based on security guidelines.

8.3.1. (Added) Commanders/staff agency chiefs record suspension of an individual's access or unescorted entry to restricted areas on an AF Form 2587 and send to the SSA for inclusion in the SSF file.

8.8.1. (Added) Employment suitability determinations are required as part of SSFs for civilian employees. Commanders or staff agency chiefs are responsible for these determinations with the assistance of the CPF.

8.8.2. (Added) If the commander or staff agency chief decides not to suspend the access of an SSF subject, include a statement to that effect in the letter sent to the SSA establishing the SSF.

8.10. Submit rebuttals through SSAs. Submit appeals through SSAs.

8.12. Send all requests for reinstatement through the SSA. Include training on each individual's responsibility for evaluating continued security clearance eligibility in recurring security training.

Attachment 3. Table A3.1-Rule 20 (Added). Individuals in child care services require NACs as part of the background checks required before performing out of line of sight of an individual with a favorable background investigation.

Attachment 3. Table A3.3-Note 2 (Added) Background checks including installation records checks (IRC) and Defense Clearance and Investigation Index (DCII) checks are required every five years for individuals in child care services.

Courtney H. Mank, Col, USAF
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